



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Apportionment Computer Cards

CUTOFF:

DESCRIPTION: Computer cards from which item 30 is run

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8687

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Assistance Payroll and Proof Sheets

CUTOFF:

DESCRIPTION: Assistance Payroll and Proof Sheets

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8693

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Black Book Ledger

CUTOFF:

DESCRIPTION: In-house reconciliation of funds between this office and the office of Administration

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8679

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Cancelled Savings Bond checks

CUTOFF:

DESCRIPTION: Cancellation of checks which were for the purchase of savings bonds

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8659

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Check Release File

CUTOFF:

DESCRIPTION: Forms authorizing release of pulls and returned checks

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8668

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Computer Listings of Check Cancellations

CUTOFF:

DESCRIPTION: Listing of uncashed checks which have been cancelled

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8673

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Computer payroll Savings Bond Listing

CUTOFF:

DESCRIPTION: Detailed Listing of employees that have been purchased and will receive savings bonds for a certain month

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8658

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: County B.F. 142 Reports

CUTOFF:

DESCRIPTION: County reports showing the status of local funds

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8662

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: County Court Foster Care Reimbursement Vouchers

CUTOFF:

DESCRIPTION: Paid vouchers to county for foster care children

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8663

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Deficiency Vouchers

CUTOFF:

DESCRIPTION: Payments made from a deficiency appropriation after expiration of a fiscal year

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8655

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Employee Man Hour Report for Vocational Rehabilitation

CUTOFF:

DESCRIPTION: A report showing the man hours to be charged to each category under the vocational rehabilitation program

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8692

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Encumbrance Register

CUTOFF:

DESCRIPTION: A journal showing the amounts encumbered against the various funds and availability of funds prior to payment

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8674

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Forgery File

CUTOFF:

DESCRIPTION: Letters and forms regarding forgeries

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8667

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Genetic Testing Invoices

CUTOFF:

DESCRIPTION: Copies of all the genetic tests performed and/or paid for by the state of Missouri. This includes the amount paid, parties tested, case numbers, specimen numbers. This can also include information pertaining to the cases listed on the invoice.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22772

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Medical Utilization Reviews

CUTOFF:

DESCRIPTION: Reports of diagnosis, prognosis, reasons for need for hospitalization

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8646

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Monthly computer listings outstanding and Liquidation Statements

CUTOFF:

DESCRIPTION: Monthly listings of administrative expenditures and outstanding encumbrances. For reconciliation purposes

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8683

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Operating Computer Cards for Reports and Checking Purposes

CUTOFF:

DESCRIPTION: Computer card for which the listing under Item 41 is run

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8686

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Outlawed Checks

CUTOFF:

DESCRIPTION: Listing of all checks outlawed (over 1 yr old) that have been returned to the proper funds

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8671

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Paid Drug Claims

CUTOFF:

DESCRIPTION: Original vouchers of paid drug claims

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8644

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Paid Medicare and Hospital Claims

CUTOFF:

DESCRIPTION: Original vouchers of Medicare and hospital claims

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8645

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Prevention of Blindness Paid Vouchers

CUTOFF:

DESCRIPTION: Paid vouchers for prevention of blindness program

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8689

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Public Assistance Payroll

CUTOFF:

DESCRIPTION: Computer listing by county of recipients and monthly grant for a given month

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8685

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Public Service Employees

CUTOFF:

DESCRIPTION: File for billings and payrolls for reimbursement of PSE employment

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8698

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Refugee Assistance Program

CUTOFF:

DESCRIPTION: Copies of assistance payrolls medical expense vouchers, and billing copies for reimbursement

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8697

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Savings Bond Card File

CUTOFF:

DESCRIPTION: Computer card on every employee who purchased bonds

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8661

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: State Treasurer Checks

CUTOFF:

DESCRIPTION: Paid by Division of Family Services

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8670

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001

TITLE: Time Study and Cost Reports

CUTOFF: EOFFY

DESCRIPTION: Time study and cost reports and analysis of IV-E federally funded Residential treatment facilities.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22742

SERIES STATUS: Approved

APPROVAL DATE: 2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Vocational Rehabilitation and Prevention of Blind

CUTOFF:

DESCRIPTION: Contains Payroll and vouchers

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8694

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Vocational Rehabilitation Case Cost Sheets

CUTOFF:

DESCRIPTION: Records showing the amounts paid for a vocational rehabilitation case

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8690

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Vocational Rehabilitation Frequency Count

CUTOFF:

DESCRIPTION: A record showing the number of service by category for vocational rehabilitation recipients for the purpose of establishing and unduplicated count

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8691

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Financial Management and Operational Services

Division: Family Support Division

Sub-Section:

TITLE: Vocational Rehabilitation Subsidiary Ledger

CUTOFF:

DESCRIPTION: A ledger showing expenditures of vocational rehabilitation by category

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8680

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001
